

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT



# Health Data Catalog

January 1999



Hospitals

Long-Term Care Facilities

Licensed Clinics

Home Health Agencies

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Governor  
State of California

Grantland Johnson  
Secretary  
Health and Human Services  
Agency

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## **Introduction**

Approximately 570 hospitals and 1,230 long-term care facilities are required by the California Health and Safety Code to file annual financial disclosure reports with the Office of Statewide Health Planning and Development (Office). Hospitals are also required to file a quarterly financial and utilization report. Hospitals, long-term care facilities, licensed clinics, and home health agencies annually report utilization data to the Office. Hospital patient discharge data is submitted semi-annually.

A wide variety of products, including summary publications and research reports, generated from the data collected, are available to the public from the Healthcare Information Resource Center (HIRC). Ordering instructions are included in this catalog, along with a short description of each product.

Publications are available for public viewing in the HIRC Publications Library, located at 818 K Street, Room 500, Sacramento, Monday through Friday, 8:30 a.m. to 4:30 p.m. It is advisable to make an appointment at least one day in advance; phone (916) 322-2814.

This catalog is organized by type of facility and data collected. Data relating to hospitals, for example, are grouped together. Financial data, utilization data, and patient discharge data that relates to hospitals are located in the same section of this catalog. Health facility data are available to the public through HIRC as hard copy individual and summary reports, magnetic tapes, cartridges, read only compact disks, and diskettes. Please see the detailed descriptions of our data for information on the available media for each product.

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## Ordering Instructions

Please use the order form attached to the price list that accompanies this catalog.

1. Type or print your name, name of your organization, mailing address, and telephone number.
2. Indicate the quantity desired, product name, volume number (if applicable), quarter (if applicable), year, and price for each item requested. (For prices refer to the list that accompanies this catalog.) **Please refer to the table on the following page for County Names, Numbers and their corresponding Health Service Area (HSA) definitions to order the appropriate publication volume.**
3. Full payment must accompany your order. Your order will be shipped when full payment is received or you have sufficient funds in your standing account with HIRC.
4. Payment must be made by check or money order, payable to the Office of Statewide Health Planning and Development or by credit card. As of January 1, 1997, the Office accepts credit card payment using Visa, Master Card, Discover, and American Express. Include the registered cardholder's name, account number, and the expiration date. Please do not send cash. Prices include sales tax and shipping costs and are subject to change without notice.
5. A specific carrier may be requested by specifying the name of the carrier (for example, Federal Express or Air Mail) and your account number. In this case, the customer pays the entire cost of shipping.

Orders for publications, tables, and standard reports are normally shipped within five working days from the time the order is received with full payment. If an item is no longer available, the rest of the order will be shipped and either a credit or a refund check for the other materials will be issued.

### Mainframe Tape and Cartridge Specifications

- Tape: 6250 bpi
- Cartridge: 3480 bpi

### Diskettes File Specifications

- Standard comma separated value (CSV) and standard text formats are available
- MSDOS/WIN95 compatible
- Compatible with most spreadsheet and database applications
- LOTUS 123r4 format available, upon request

### CD Specifications

- Read Only
- 650 MB
- MSDOS/WIN95 compatible
- Compatible with most database applications

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### County Number and Corresponding County Name, Health Service Area, and Health Facility Planning Area

CO NO	CO NAME	HSA	HFPA	CO NO	CO NAME	HSA	HFPA
1	Alameda	05	415,417,419,421	30	Orange	13	1011,1012,1013,1014,1015,1016,1017
2	Alpine	06	501	31	Placer	02	302,308,309
3	Amador	06	502	32	Plumas	01	215,217
4	Butte	01	219,220,221	33	Riverside	12	1101,1103,1105,1107,1109,1111
5	Calaveras	06	503	34	Sacramento	02	309,311
6	Colusa	01	225	35	San Benito	08	701
7	Contra Costa	05	411,413	36	San Bernardino	12	1207,1209,1211,1213,1214,1215,1217
8	Del Norte	01	101	37	San Diego	14	1412,1414,1416,1418,1420,1422
9	El Dorado	02	304,306	38	San Francisco	04	423
10	Fresno	09	605,607,609	39	San Joaquin	06	505,507,509,511
11	Glenn	01	223	40	San Luis Obispo	08	801
12	Humboldt	01	103,105,107,109	41	San Mateo	04	425,427,428
13	Imperial	14	1424	42	Santa Barbara	10	803,805,807
14	Inyo	12	1201,1203	43	Santa Clara	07	429,431,433
15	Kern	09	617,619,621,623,625	44	Santa Cruz	08	703,711
16	Kings	09	615	45	Shasta	01	209,210
17	Lake	01	115	46	Sierra	02	300,301
18	Lassen	01	210,213	47	Siskiyou	01	103,203,205
19	Los Angeles	11	901,903,905,907,909,911,913,915,917,919,921, 923,925,927,929,931,933,935,937	48	Solano	03	408,409
20	Madera	09	601	49	Sonoma	03	401,403
21	Marin	04	405	50	Stanislaus	06	511,516
22	Mariposa	09	603	51	Sutter	02	227
23	Mendocino	01	109,111,112,113	52	Tehama	01	211
24	Merced	06	515,516,517	53	Trinity	01	103,207
25	Modoc	01	201	54	Tulare	09	608,611,613
26	Mono	12	1205	55	Tuolumne	06	513
27	Monterey	08	705,707,709,711	56	Ventura	10	809,811,813
28	Napa	03	407	57	Yolo	02	311,313
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## **Special Services**

Healthcare Information Resource Center offers special services to promote public awareness and to make current data accessible to all interested parties.

### **Special Requests:**

The Healthcare Information Resource Center develops custom data reports, compilations, or formats to assist customers whose needs cannot be satisfied by using the standard products. The charge for such special requests is based on the complexity of the request, computer expenses, and staff time involved.

### **Complimentary Distribution:**

Subject to approval, the Office may provide complimentary health facility data to the University of California, California State University, or any non-profit educational institution (501.c.3) conducting scientific research, and to federal, state, and local government agencies.

This policy is subject to change without notice. Please contact the Healthcare Information Resource Center at (916) 322-2814 for further information.

### **Technical Support:**

Healthcare Information Resource Center provides technical support for items listed in this catalog, including documentation for electronic products. Questions may be addressed to HIRC, (916) 322-2814.

### **Depository Libraries:**

In addition to the publications library located at 818 K Street, Room 500, Sacramento, California to assure maximum public access, HIRC also provides copies of publications to several depository libraries located throughout California, in accordance with the California Library Distribution Act.

## List of Depository Libraries:

University of California, Berkeley General Library Government Social Science Information Service, Second Floor Berkeley, CA 94720 (510) 642-2569	Los Angeles Public Library Science, Technology and Patents 630 W. Fifth Street Los Angeles, CA 90071 (213) 228-7300	San Diego State University Malcolm A. Love Library Government Publications 5500 Campanile Drive, Third Floor San Diego, CA 92182 (619) 594-5832
California State University, Chico Meriam Library Government Publications Center First and Hazel Chico, CA 95929 (916) 898-4003	University of California, Los Angeles University Research Library Public Affairs Service 405 Hilgard Avenue Los Angeles, CA 90024 (310) 825-1323	San Diego Public Library Science and Industry Department 820 E Street San Diego, CA 92101 (619) 236-5813
University of California, Davis Carlson Health Sciences Library Davis, CA 95616 (916) 752-7042	Oakland Public Library Science, Business and Sociology Dept. 125 Fourteenth Street Oakland, CA 94612 (510) 238-3138	University of California, Santa Barbara Library Serials Department Santa Barbara, CA 93106 (805) 893-3133
University of California, Davis Shields Library Government Documents Department Davis, CA 95616 (916) 752-1624	University of California, Riverside River Library, Government Publications University Avenue Riverside, CA 92417 (909) 787-3226	University of California, Santa Cruz The University Library Government Publications, Second Floor Santa Cruz, CA 95064 (408) 459-2347
Fresno County Free Library Government Publications 2420 Mariposa Street Fresno, CA 93721 (209) 488-3195	California State Library Government Publications Section Library and Courts Building 1 914 Capital Mall, Suite 304 Sacramento, CA 94237 (916) 654-0069	Stanford University Libraries Johnson Library of Government Documents Meter Library Basement Stanford, CA 94305 (415) 723-4298
University of California, San Diego Central Library 0175P Government Documents Department 9500 Glimmer Drive La Jollier, CA 92093 (619) 534-4175	San Francisco Public Library Documents Department, Civic Center 251 McAllister Street San Francisco, CA 94102 (415) 557-4488	National Association of Health Data Organizations (NAHDO) 254 N. Washington Street Falls Church, VA 22046 (703) 532-3262  NAHDO receives only selected items.

## **Hospital Data**

This section lists hospital data collected by each of the programs within the Health Facility Data Division of the Office of Statewide Health Planning and Development and the products generated from this data.

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## Hospital Annual Financial Data

Acute care hospitals are required to submit a Hospital Annual Disclosure Report to the Office within four months of the hospital's fiscal year end. In 1994, amended regulations required all hospitals to prepare their reports using Office-approved, third-party software, and to submit the report on PC diskette or by modem to our Bulletin Board System (BBS) using complimentary Office-provided software. This change has resulted in more accurate and timely data. Hospital Annual Disclosure Reports contain financial and utilization data pertaining to the hospital.

To ensure data accuracy, submitted reports are added to a computer data base and a series of automated edits are performed. Audit staff from the Office's Accounting and Reporting Systems Section then reviews and analyzes identified errors, and, with input obtained from the hospitals, makes the necessary corrections.. The Office's computer then completes several optional reporting fields and pages, and a final report package is mailed to the hospital for review.

Please note that if a disclosure report is still in the Office's desk audit process when you submit your request, you will receive data *as submitted* by the hospital; otherwise, you will receive data *as desk audited* by the Office. The audited report contains calculated data fields and reflects all changes made during the desk audit. Beginning with the 1993-94 disclosure cycle, the publications were revised from a tables format to a two-page profile format to display individual hospital data. Displaying the hospital's data on two consecutive pages allows for a quicker analysis and assessment of the overall financial picture of each hospital.

### Hospital Annual Financial Data Reporting Cycles and Corresponding Report Year

Reporting Cycle	Report Year	Reporting Cycle	Report Year
06/30/76 - 06/29/77	2nd	06/30/87 - 06/29/88	13th
06/30/77 - 06/29/78	3rd	06/30/88 - 06/29/89	14th
06/30/78 - 06/29/79	4th	06/30/89 - 06/29/90	15th
06/30/79 - 06/29/80	5th	06/30/90 - 06/29/91	16th
06/30/80 - 06/29/81	6th	06/30/91 - 06/29/92	17th
06/30/81 - 06/29/82	7th	06/30/92 - 06/30/93	18th
06/30/82 - 06/29/83	8th	06/30/93 - 06/29/94	19th
06/30/83 - 06/29/84	9th	06/30/94 - 06/29/95	20th
06/30/84 - 06/29/85	10th	06/30/95 - 06/29/96	21st
06/30/85 - 06/29/86	11th	06/30/96 - 06/29/97	22nd
06/30/86 - 06/29/87	12th	06/30/97 - 06/29/98	23rd

## Individual Hospital Financial Reports

*Item No. 54109002 (Complete Report)*

*Item No. 54109001 (Individual Pages)*

### Hospital Annual Disclosure Report

***FYE June 30, 1976 to Present***

- Hardcopy report, 22 pages
- Typically available within four to seven months of the hospital's fiscal year end, depending on the amount of extension time used
- Type of ownership and inventory of provided services
- Number of beds and corresponding utilization patient statistics by payer
- Balance sheet and summary income statement
- Revenues by payer and revenue center
- Expenses by natural classification and cost center
- Productive hours and average hourly rates by employee classification and cost center

*Complete report or individual pages may be ordered.*

*Specify the name of the hospital  
and the fiscal year when ordering.*

*For report periods ended after December 31, 1992, the  
Hospital Annual Disclosure Report includes the three-  
page **Hospital Annual Financial Report Summary**, described  
below.*

*Available in hardcopy only*

*Item No. 54102003*

### Hospital Summary Individual Disclosure Report

***FYE June 30, 1976 to Present***

- Hardcopy report, 22 pages - 6/76 to 12/92
- 3-pages - 1/93 to present
- Calculates and summarizes data from the Individual Hospital Annual Disclosure Report
- Financial and corresponding utilization data by payer
- Summary of income and balance sheet, financial ratios
- Revenue and non-revenue producing cost centers
- Summary income statement and balance sheet
- Hourly rates and productive hours by employee classification

*Specify the name of the hospital and fiscal year end  
date when ordering.*

*Available in hardcopy only*

## **Publications**

*Item No. 54102001*

### **Individual Hospital Financial Data for California**

#### ***1975-76 through the 1992-93 Disclosure Cycles***

- Tables format, arranged by Health Service Areas (HSA) and Health Facility Planning Area (HFPA)
- Hospital characteristics, licensed beds
- Selected statistical and financial data
- Patient revenue, statistics, natural classifications of expense, and cost center group percentages
- Balance sheet and income statement
- Financial ratios

*The publications are split into three volumes covering the following geographic regions:*

<b>Volume 1</b>	<b>Northern California and Bay Area (HSA's 1 to 8)</b>
<b>Volume 2</b>	<b>Los Angeles County (HSA 11)</b>
<b>Volume 3</b>	<b>Central and Southern California (HSA's 9, 10, 12, 13, and 14)</b>

*Specify fiscal year end and volume when ordering  
Available in hardcopy only*

*Item No. 54102002*

### **Individual Hospital Financial Data for California**

#### ***1993-94 to Present***

*These publications display individual hospital data in a two-page profile format in five volumes.*

- Summarization profiles for individual hospitals
- Financial and utilization data by payer
- Summary balance sheet of income and financial ratios
- Revenue and non-revenue producing cost centers
- Hourly rates and productive hours by employee classification

<b>Volume 1</b>	<b>Northern California Counties (HSA's 1, 2, and 6)</b>
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<b>Volume 2</b>	<b>Bay Area Counties (HSA's 3, 4, 5, 7, and Santa Cruz County)</b>
<b>Volume 3</b>	<b>Central California Counties (HSA's 8 (except Santa Cruz County), 9, 10, and 12 (except Riverside County))</b>
<b>Volume 4</b>	<b>Los Angeles County (HSA 11)</b>
<b>Volume 5</b>	<b>Southern California Counties (HSA 13, 14, and Riverside County)</b>

*Available in hardcopy only*

*Item No. 54101001*

### **Aggregate Hospital Financial Data for California**

***1975-76 Through 1991-92 Disclosure Cycles***

These aggregate data are in a table format, organized by Health Service Areas. The tables include:

- Hospital characteristics, licensed beds
- Selected statistical and financial data
- Patient revenue, statistics, natural classifications, and cost center group percentages
- Balance sheet and income statement
- Financial ratios

*Specify fiscal year when ordering.*

*Available in hardcopy only*

*Item No. 54101002*

### **Aggregate Hospital Financial Data for California**

***1993-94 to Present Disclosure Cycle***

Aggregate hospital data in a two-page profile format in five volumes, these profile publications include data summarizing:

- Financial and corresponding utilization data by payer
- Summary income statement, balance sheet, and financial ratios
- Revenue and non-revenue producing cost centers
- Hourly rates and productive hours by employee classification

*Specify fiscal year and volume when ordering.*

<b>Volume 1</b>	<b>Northern California Counties (HSA's 1, 2, and 6)</b>
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<b>Volume 2</b>	<b>Bay Area Counties (HSA's 3, 4, 5, 7, and Santa Cruz County)</b>
<b>Volume 3</b>	<b>Central California Counties (HSA's 8 (except Santa Cruz County), 9, 10, and 12 (except Riverside County))</b>
<b>Volume 4</b>	<b>Los Angeles County (HSA 11)</b>
<b>Volume 5</b>	<b>Southern California Counties (HSA 13, 14, and Riverside County)</b>

*Available in hardcopy only*

*Item No. 54109009*

### **Accounting and Reporting Manual for California Hospitals, *Second Edition***

This is the uniform accounting and reporting system by which all hospitals are required to implement and report. Released in April 1991 and effective for hospital fiscal years beginning on or after January 1, 1992, the manual includes:

- Accounting principles and concepts
- Required chart of accounts, and account definitions
- Detailed instructions for preparing and submitting hospital annual, and quarterly financial and utilization reports

*Available in hardcopy only*

*Item No. 54109011*

### **Accounting and Reporting Manual Updates**

- Produced periodically to reflect changes in the accounting and reporting system requirements
- Available free of charge
- The latest update, Transmittal Letter No. 7, was issued in December 1996.

*Available in hardcopy only*

### **Miscellaneous**

*Item No. 54109006 (Annual)*  
*Item No. 54208002 (Quarterly)*

### **Hospital Financial Data Photocopy**

***Availability Coincides with Availability of Requested Item***

Available for individual pages of hardcopy reports, forms, and publications

*Item No. 54109007 (Hospital Annual)*  
*Item No. 54209003 (Hospital Quarterly)*

### **Hospital Financial Data Documentation**

***Years Coincide with Electronic Media Timeframes***

- For use with electronic media
- Provides information on field placement
- Accompanies orders for electronic media, free of charge

*Available in hardcopy only*

*Item No. 54109003 (Printed Report)*  
*Item No. 54103004 (Diskette)*

### **Hospital History Listing**

***Most Current, Ongoing Availability***

Includes:

Facility names, facility numbers, dates for changes in ownership, dates opened, and dates closed

*Item No. 54109006*

### **Technical Letter**

***Initial Technical Letter was issued in December 1996***

- Provides information to key hospital financial personnel, consultants, and CPA's with respect to meeting the Office's Accounting and Reporting system requirements.
- Copies of these bulletins and technical letters are available upon request, free of charge.

*Available in hardcopy only*

*Item No. 54109005*

### **Hospital Annual Disclosure Report Forms**

***1976-77 Disclosure Cycle to Present***

A complimentary copy of these forms is mailed with each tape, cartridge, or compact disk order to document the location of each item on the file.

*Specify the disclosure cycle when ordering.  
Available in hardcopy only*

### **Electronic Media**

*Item No. 54103001 (Magnetic Tape)*

*Item No. 54105001 (Cartridge)*

*Item No. 54104001 (Compact Disk)*

### **Hospital Annual Financial Data on Tape, Cartridge, and Compact Disk** *1976-77 Disclosure Cycle to Present*

- Includes desk audited reports for all acute care hospitals that submit reports within each disclosure cycle
- Hospital Annual Disclosure Report form and documentation are provided

Available in Page and Line Tape formats:

#### Magnetic Reel Tapes

- 6250 bpi (standard product)
- 1600 bpi (special order)

#### Cartridge Tape

- 3480 bpi IBM compatible
- IDRC compressed and non-compressed formats

#### Compact Disk

- 650 MB
- IDRC compressed and non-compressed formats
- Available in page or line formats
- ASCII compatible format includes carriage control and line feed characters
- Read only
- MSDOS/WIN95 compatible
- To be used with personal computer database applications

*Specify page or line format, tape, cartridge, or CD, and disclosure cycle when ordering.*

*Item No. 54104003*

**Hospital Annual Financial Data on Diskette**

***Report Periods 1-1-95 to 12-31-95***

***Report Periods 7-1-95 to 6-30-95***

- ◇ Released semi-annually in a 3.5" (1.44MB) diskette format
- ◇ Financial and utilization data
- ◇ Comma separated value format (CSV)
- ◇ 210 reported and calculated data items, including:
  - Hospital characteristics and general information
  - Patient days and discharges by payer and type of care
  - Outpatient and ambulatory visits, emergency room and surgery information
  - Inpatient and outpatient gross revenues by payer
  - Operating expenses by cost center and natural classification
  - Balance sheet data and financial ratios

*Specify fiscal period when ordering.*

## **Hospital Quarterly Financial Data**

Acute care hospitals must submit a quarterly financial and utilization report to the Office within 45 days after the end of each calendar quarter. From 1981 to 1985, quarterly reports contained 12 required data items and one optional item. In 1986, the law was amended, expanding the quarterly report to 32 data items which include financial and utilization data by Medicare, Medi-Cal, and Other Payers, and detailed deductions from revenue. In 1992, data for Other Payers was expanded into County Indigent Programs, Other Third Parties, and Other Payers. The Quarterly Financial and Utilization Report now includes 57 required and eight optional data items.

Quarterly Financial and Utilization Reports are based on calendar quarters, where the first quarter covers January 1 through March 31, the second quarter covers April 1 through June 30; the third quarter covers July 1 through September 30; and the fourth quarter covers October 1 through December 31. The reports contain key financial and utilization information about the hospital.

Since 1994, all hospitals have been required to prepare their quarterly reports using Office-provided software and to submit the reports by modem to our BBS. This change has resulted in more accurate and timely data. To ensure data accuracy, submitted reports are added to a computer database and a series of automated edits are performed. Audit staff from the Office's Accounting and Reporting Systems Section then reviews and analyzes identified errors, and, with input obtained from the hospitals, makes the necessary corrections. A final report is mailed to the hospital for review.

## Individual Reports

*Item No. 54209004*

### Hospital Quarterly Financial and Utilization Summary Data Report

*1st Quarter 1981 to present*

- Hardcopy report, 3-pages
- Reported and calculated data includes ...
  - \* Current quarter
  - \* Prior quarter
  - \* Sum of the four quarters ending with the same quarter last year
  - \* Percent change for each data item between the years
  - \* Licensed, available, and staffed beds
  - \* Occupancy rates
  - \* Discharges, patient days, average length of stay and outpatient visits by payer
  - \* Gross revenue per day, per discharge, per visit by payer
  - \* Net revenue by payer
  - \* Inpatient and outpatient operating expenses

*Specify year, quarter (1,2,3, or 4) and hospital name(s) when ordering.*

*Available in hardcopy only*

## Publications

*Item No. 54202001*

### Quarterly Individual Hospital Financial Data for California

*1st Quarter 1981 to Present*

- ♦ Typically available six months after the end of a calendar quarter
- ♦ Contains 12 to 26 tables, depending on year, representing...
  - \* Current quarter
  - \* Aggregated data for the last four quarters
    - ⇒ 1981 through 1991 - hospitals are listed alphabetically within each Health Service Area (HSA)
    - ⇒ 1992 to present - hospitals are listed alphabetically within each county

### **1981 to 1985 (12 Tables, one volume)**

Quarterly financial tables include data summarizing the hospital's:

- Expenses, revenue, and utilization
- Occupancy rates and number of licensed beds
- Capital expenditures and fixed assets
- Gross expenses and revenue per day
- Discharges and outpatient visits

**1986 (24 Tables; Vol. 1: Tables 1-12; Vol. 2: Tables 13-24)**

**1987 to 1988 (22 Tables; Vol. 1: HSA 1-9; Vol. 2: HSA 10-14)**

**1989 to 1991 (22 Tables; Vol. 1: HSA 1-8; Vol. 2: HSA 11; Vol. 3: HSA 9, 10, 12-14)**

Quarterly financial tables include data summarizing the hospital's:

- Expenses, revenue, and utilization
- Occupancy rates and number of licensed beds
- Capital expenditures and fixed assets
- Gross expenses and revenues per day, discharge, and outpatient visit
- Discharges, patient days, average length of stay and outpatient visits by payer
- Deductions from revenue
- Net patient revenue by payer

**1992 to 1994 (26 Tables; Vol. 1: HSA 1-8; Vol. 2: HSA 11; Vol. 3: HSA 9, 10, 12-14)**

**1995 to present (26 Tables: Vol. 1: HSA 1,2,6; Vol. 2: HSA 3-4, 7 & Santa Cruz; Vol. 3: HSA 8-10, 12; Vol. 4: HSA 11; Vol. 5: 13,14, & Riverside)**

Quarterly financial tables include data summarizing the hospital's:

- Expenses and revenue
- Occupancy rates and number of licensed beds
- Capital expenditures and fixed assets
- Gross expenses and revenues per day, discharge, and outpatient visit
- Discharges, patient days, average length of stay, and outpatient visits by payer
- Deductions from revenue
- Net patient revenue by payer
- Summary income statement
- Gross patient revenue by payer
- Revenue and expenses by day, discharge and visit
- Selected deductions from revenue

*Specify year, quarter (1,2,3, or 4), and volume when ordering.*

*Item No. 54201001*

## **Quarterly Aggregate Hospital Financial Data for California**

*1st Quarter 1981 to Present*

### **1981 to 1985 (12 Tables, one volume)**

Quarterly financial data summarized by HSA, type of control, and statewide:

- Expenses, revenue, and utilization
- Occupancy rates and number of licensed beds
- Capital expenditures and fixed assets
- Gross expenses and revenue per day
- Number of visits, discharge, and outpatient visit

### **1986 (24 Tables)**

### **1987 to 1991 (22 Tables)**

Quarterly financial data summarized by HSA, type of control, and statewide:

- Expenses, revenue, and utilization
- Occupancy rates and number of licensed beds
- Capital expenditures and fixed assets
- Gross expenses and revenues per day, discharge, and out-patient visit
- Discharges, patient days, average length of stay and out-patient visits by payer
- Deductions from revenue
- Net patient revenue by payer

### **1992 to present (26 Tables)**

Quarterly aggregate financial data summarized by County, type of control, and statewide:

- Expenses and revenue
- Occupancy rates and number of licensed beds
- Capital expenditures and fixed assets
- Gross expenses and revenues per day, discharge, and out-patient visit
- Discharges, patient days, average length of stay and out-patient visits by payer
- Deductions from revenue
- Net patient revenue by payer
- Summary income statement
- Gross patient revenue by payer
- Revenue and expenses per day, discharge and visit
- Selected deductions from revenue

## Miscellaneous

*Item No. 54209001*

### Hospital Quarterly Financial and Utilization Report Form

***1981 to Present***

- Free of charge
- Copy included in each quarterly publication and quarterly diskette documentation

*A completed sample of the Quarterly Financial and Utilization Report is included in the Accounting and Reporting Manual for California Hospitals.*

*Specify the reporting year when ordering.*

## Electronic Media

*Item No. 54203001*

### Hospital Quarterly Financial Data on Diskette

***1st Quarter 1980 to Present***

- ◆ **1980 to 1994** - Each quarterly release contains data for only one quarter.
- ◆ **1995** - Contains data for the current quarter; same quarter, previous year; and a four quarter aggregation ending the current quarter.
- ◆ **1996** - Contains data for the current quarter; same quarter, previous year; four quarter aggregation ending with the current quarter; and a four quarter aggregation ending with the same quarter, previous year.

Reported and calculated data are provided, including:

- Licensed, available, and staffed bed totals and occupancy rates,
  - Discharges, outpatient visits, patient days, and average length of stay by payer,
  - Gross revenue per day, per discharge, per visit by payer, and
  - Net revenue by payer
- 
- \* Data are generally available 180 days after the quarter.
  - \* Beginning with 1995 diskettes are in a PKZIP® self-extracting file.
  - \* Documentation is provided with each diskette purchase.

## **Hospital Utilization Licensed Services Data**

Acute care hospitals are required to submit an Annual Utilization Report of Hospitals by February 15th each year for the prior calendar year. The reports contain descriptive information on discharges, patient days, surgery utilization, licensed level of emergency service, and number of emergency rooms and visits. Also included are type of ownership, number of cardiac catheterizations, and reimbursement source for psychiatric and long-term care patients.

## Individual Reports

*Item No. 57106001*

### Hospital Annual Utilization Report

#### *1984 To Present*

Reports display all data reported by individual acute care hospitals, including:

- Number of discharges and patient days
- Type of ownership
- Licensed level of emergency service
- Number of emergency rooms and visits
- Reimbursement source for psychiatric and on-term care patients
- Number of cardiac catheterizations

## Publications

*Item No. 57103001*

### Annual Utilization Report of Hospitals

#### *1986 To Present*

Summary and individual hospital profile data contained in five sections:

1. Licensed community hospital data
2. State hospital data (prior to 1995)
3. Cardiac catheterization and surgeries (added in 1987)
4. Sub-acute care data
5. Long-term care services in acute care hospitals
  - Includes statewide trend data for previous ten years
  - Licensed surgical clinic data in 1988 and 1989 publications, only
  - Beginning in 1990, data are compiled in two volumes
    - ⇒ Volume I: HSA's 1 through 9 (Northern California)
    - ⇒ Volume II: HSA's 10 through 14 (Southern California)

*Note: Data prior to 1990 are in one volume.  
Refer to table on page 6 of this catalog for HSA specifications.*

## Electronic Media

*Item No. 57108001*

### Annual Utilization Report of Hospitals on Diskette

- Available in LOTUS 1-2-3 and ASCII formats
- Contains all data reported on the Annual Utilization Report of Hospitals, except abortion data, which is available only by request through HIRC

*Specify format and year when ordering.*

## Miscellaneous

*Item No. 57110002*

### Annual Hospital Utilization Photocopy

*Availability Coincides with Availability of Requested Item*

Available for individual pages of hardcopy reports, forms, and publications

*Item No. 54109003 (Printed Report)*

*Item No. 54103004 (Diskette)*

### Hospital History Listing

*Most Current, Ongoing Availability*

Includes:

Facility names, facility numbers, dates for changes in ownership, dates opened, and dates closed

*Item No. 57110003*

### Annual Utilization Report of Hospitals Diskette Documentation

- Describes the hospital annual utilization data
- Provides the record layout

*Specify format and year when ordering.*

*Item No. 57110001*

### Annual Utilization Report of Hospitals Reporting Form (OSHDPD-HPD-35)

This is the blank reporting form used by hospitals to report their data to the Office.

*Specify year when ordering.*

## **Hospital Patient Discharge Data**

Hospitals licensed by the State of California are required to submit patient discharge data semi-annually to the Office. For every patient discharged from a California hospital, data reported include:

- Patient demographic information, such as age, sex, county of residence, and race/ethnicity
- Diagnostic information, ICD-9-CM diagnostic codes, DRG & MCD groupings
- Treatment information, ICD-9-CM procedure codes
- External Cause of Injury Codes (E-Codes)
- Total charges with expected principal source of payment

## Electronic Media

Item No. 56101000 (Magnetic Tape)

Item No. 56102000 (Read Only CD ROM)

Item No. 56103000 (Cartridge)

## Patient Discharge Data on Magnetic Tape, Cartridge, or CD ROM

*1983 To Present*

For data through 1989, each inpatient record includes the following:

- Hospital identification number
- Age, sex, race, five digit ZIP code
- Admission day, month, and year, as well as number of days between admission and specific procedures, and length of stay
- Source of admission, type of admission, patient disposition
- Principal diagnosis, other diagnoses, principal procedure, and other procedures
- Expected source of payment and total charges

On July 1, 1990 the reporting form for this data was expanded to include information on E-Codes (external cause of injury) and Social Security Numbers from which the record linkage number is derived. Since 1990 two public versions of the patient discharge data on electronic media are available. The differences in the two versions are in bold italics as follows:

VERSION A	VERSION B
HOSPITAL FACILITY NUMBER	HOSPITAL FACILITY NUMBER
<b>AGE (DAYS AND/OR YEARS)</b>	<b>AGE CATEGORY</b>
SEX	SEX
RACE	RACE
<b>FIRST 3 DIGITS OF ZIP CODE OF RESIDENCE</b>	<b>5 DIGIT ZIP CODE OF RESIDENCE</b>
LENGTH OF STAY	LENGTH OF STAY
TYPE OF ADMISSION	TYPE OF ADMISSION
<b>ADMISSION DAY OF THE WEEK</b>	<b>QUARTER OF ADMISSION</b>
ADMISSION YEAR	ADMISSION YEAR
<b>ADMISSION MONTH</b>	
SOURCE OF ADMISSION	SOURCE OF ADMISSION
3M APR-DRG	3M APR-DRG
PRINCIPAL DIAGNOSIS	PRINCIPAL DIAGNOSIS
PRINCIPAL PROCEDURE	PRINCIPAL PROCEDURE
DISPOSITION OF PATIENT	DISPOSITION OF PATIENT
EXPECTED SOURCE OF PAYMENT	EXPECTED SOURCE OF PAYMENT
TOTAL CHARGES	TOTAL CHARGES
DIAGNOSTIC RELATED GROUP	DIAGNOSTIC RELATED GROUP
OTHER DIAGNOSES	OTHER DIAGNOSES
OTHER PROCEDURES	OTHER PROCEDURES
DAYS BETWEEN ADMIT AND PROCEDURES	DAYS BETWEEN ADMIT AND PROCEDURES
PRINCIPAL E-CODED	PRINCIPAL E-CODE
OTHER E-CODES	OTHER E-CODES
MAJOR DIAGNOSTIC CATEGORY	MAJOR DIAGNOSTIC CATEGORY
<b>RECORD LINKAGE NUMBER</b>	<b>NO RECORD LINKAGE NUMBER</b>

Patient discharge data containing up to 24 other diagnoses and up to 20 procedures may be purchased or a subset may be requested that contains 4 other diagnoses and 4 other procedures. All other data elements are the same on each of these sets.

Recently, these data became available in a Read Only Compact Disk. Contact the Healthcare Information Resource Center if you have questions regarding any products in this catalog.

*Item No. 56109002*

### **HCUP-3 California Core Data Set**

The Agency for Health Care Policy and Research (AHCPR) initiated the Health Care Cost and Utilization Project, which is now known as HCUP-3, to create national patient level data sets that researchers could use to compare costs and utilization across states.

California patient discharge data have been processed and translated into a uniform format of 55 elements which were expanded to include up to 216 variables constituting the California Core Data Set. This set can be linked to data from the American Hospital Association Annual Survey of Hospitals and to core data sets from 11 other states: Arizona, Colorado, Florida, Illinois, Iowa, Massachusetts, New Jersey, New York, Pennsylvania, Washington, and Wisconsin. Data elements may vary from state to state.

The California Core Data Sets are available in EBCDIC format for calendar years 1988 through 1993.

For information on obtaining the State Inpatient Database for other participating states, please contact:

Division of Provider Studies, Center for Intramural Research, AHCPR  
Telephone: (301) 594-1410  
Fax: (301) 594-2314  
E-mail: [hcupSID@cthsir.ahcpr.gov](mailto:hcupSID@cthsir.ahcpr.gov)

## Individual Reports

*Item No. 56109001*

### Individual Hospital Discharge Data Summary (IHDDS)

*Available 1984 To Present*

Available for each six month reporting period

Tabular summaries present demographic and clinical information, including:

- Age, sex, race/ethnicity, geographic origin by zip code, length of stay, admission source and type
- Most common principal diagnostic categories, most common principal procedure categories, patient disposition, expected principal source of payment, and total charges

Note: Until 1995, some reports were separated by type of care: general acute, acute psychiatric, alcohol/drug, rehabilitation, or hospital-based long-term care.

*Available in hardcopy only  
Specify six month period when ordering.*

## Publications and Tables

*Available 1983 To Present*

A selection of patient discharge data subsets and aggregated figures are presented in the following publications and tables.

*Item No. 56101001*

### Aggregate Hospital Discharge Data for California

*Available 1983 through 1989*

Patient information for all licensed California hospitals by:

- Utilization
- 30 most frequently occurring DRG's
- Length of stay, payment source, and patient origin

This publication is divided into three sections:

Section 1: Acute care

Section 2: Psychiatric care and drug-alcohol dependency care

Section 3: Skilled nursing/intermediate care and rehabilitation care

*Available in hardcopy only  
Specify year when ordering*

*Item No. 56102001*

### **Aggregate Utilization & Charges by Clinical Categories**

*Available 1990 and 1991*

- Two Volumes
- Presents summarized data for all of California, as well as for each county within California
- Available from 1992 to Present in three sets of tables to include county of discharge

**Set I** presents statewide summaries by:

- Principal Diagnostic Group
- Selected Principal Procedures
- Expected Source of Payment
- Patient Age Groups
- Major Diagnostic Group
- Diagnosis Related Group

Each MDC and DRG above is displayed by expected source of payment and patient age group.

**Set II** presents data summarized by the Patient's *County of Residence* (all patients hailing each county, regardless from which hospital in California they were discharged) by:

- Principal Diagnostic Group
- Diagnosis Related Group

**Set III** presents data summarized by *County of Discharge* (all patients discharged from all hospitals in each county, regardless of patient's county of residence) by:

- Principal Diagnostic Group
- Diagnosis Related Group

*Available in hardcopy only  
Specify year when ordering*

*Item No. 56103001*

### **Hospital Utilization Summaries for Minorities**

*1985 - 1987, 1988 - 1989, 1990 - 1991*

Displays selected hospital discharge data for the most frequently occurring DRG's and diagnosis by:

- Race/ethnicity
- Number of discharges
- Payer, length of stay, charges, disposition
- Discharges by DRG and discharges by diagnosis
- Newborns with low birth weight by county of residence

*Available 1992 to Present s in a tables format*

*Available in hardcopy only*

Item No. 56104001

## Individual Hospital Discharge Data for California

*1981-1985 and 1986-1989*

Note: This publication was discontinued and replaced by the Individual Hospital Utilization and Charges by DRG publication for 1990, 1991, and 1992.

Data are displayed on seven tables, as indicated below:

Table 1: Discharges by age and sex

Table 2: Days and average length of stay by age

Table 3: Discharges, average length of stay, and charges by sex and major diagnostic category

Table 4: Discharges, days, average length of stay, and charges by expected principal payment source

Table 5: Discharges and days by admission source

Table 6: Discharges, days and total charges by admission type Note: This publication was discontinued and replaced by the Individual Hospital Utilization and Charges by DRG publication for 1990, 1991, and 1992.

Table 7: Charges by disposition of patient

1983 - 1986 Data are divided into three sections:

Section 1: Acute care

Section 2: Psychiatric care and drug/alcohol care

Section 3: Skilled nursing/intermediate care and rehabilitation discharges.

1987 - 1989 Data are divided into two sections:

Section 1: Acute care

Section 2: Skilled nursing/long-term care.

Through 1989, data are presented in six volumes, grouped by HSA, as follows:

Volume 1:	Northern California (HSA's 1 and 2)
Volume 2:	Central Valley (HSA's 6 and 9)
Volume 3:	San Francisco Bay Area (HSA's 3, 4, 5, and 7)
Volume 5:	Los Angeles County (HSA 11)
Volume 4:	Mid Coast (HSA's 8 and 10)
Volume 6:	Southern California (HSA's 12 - 14)

*Available in hardcopy only  
Specify year when ordering*

Item No. 56105001

## Individual Hospital Utilization and Charges by DRG

*1993 To Present*

- Tables containing the data that was formerly presented in the Individual Hospital Utilization and Charges by DRG publication
- Provide total charges and length of stay information that allows easy comparison between neighboring facilities
- May be ordered by county/area as follows:

**Set 1: Northern/Central California**, includes hospitals in the following counties: Alpine, Amador, Butte, Calaveras, Colusa, Dell Norse, El Dared, Glenn, Humboldt, Lake, Lassen, Mendocino, Merced, Modoc, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo, and Yuba.

**Set 2: San Francisco Bay Area** includes hospitals in Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma counties.

**Set 3: Midcoast, Central California, and Inland Counties** includes hospitals data from Fresno, Inyo, Kern, Kings, Madera, Mariposa, Mono, Monterey, San Benito, San Bernardino, San Luis Obispo, Santa Barbara, Tulare, and Ventura counties.

**Set 4: Los Angeles County**

**Set 5: Southern California (excluding Los Angeles)**, includes hospitals in Imperial, Orange, Riverside, and San Diego counties.

*Note: When this data was in a publication format, it consisted of a six volume set presented by Health Service Area (HSA), with Los Angeles County (HSA 11) in Volumes 4 and 5.*

*Available in hardcopy only  
Specify year when ordering*

Item No. 56106001

**Medical and Surgical Causes for Admission to California Hospitals**  
***1983 through 1986***

This six volume set presents data on:

- Eighteen Conditions that commonly require inpatient hospitalization
- The average length of stay and average charge per stay by age and by hospital, treating specified common causes for admission

Eighteen medical and surgical conditions were selected for this publication based on a survey of literature and publications from other states' discharge data programs and the relative frequency of these diagnoses and procedures in acute care California hospitals. The data are presented by individual facility with statewide and HSA totals.

Volume 1: Northern California (HSA's 1 and 2)  
Volume 2: Central Valley (HSA's 6 and 9)  
Volume 3: San Francisco Bay Area (HSA's 3, 4, 5, and 7)  
Volume 4: Mid Coast (HSA's 8 and 10)  
Volume 5: Los Angeles County (HSA 11)  
Volume 6: Southern California (HSA's 12 - 14)

*Please refer to table on page 6 of this catalog for HSA specifications.*

*This publication is no longer being produced. Contact HIRC  
for availability of this information for prior years.*

*Available in hardcopy only  
Specify year when ordering*

Item No. 56107001

**Patient Origin and Market Share**  
***1982 Forward, In a Tables Format Beginning in 1993***

- Discharges
- Discharge days
- Average length of stay from individual hospitals
  - by the patient's ZIP code (patient origin),
  - and by the hospital's market share of those ZIP codes within the respective Health Service Area (HSA)
- Divided into two sections:
  - Section I for acute care
  - Section II for long-term care

*Available in hardcopy only  
Specify year when ordering*

Item No. 56108001

**Profile of Hospital Patients Tables**

***1990 To Present , In a Tables Format Beginning in 1993***

- Three sets of single page "profiles"
- Identically formatted for all aggregations
- Data displayed includes utilization, total charges, and demographic summaries by individual hospital, by area (statewide, county of residence, and county of discharge), and by selected attributes (e.g., payer and age group).
- Each profile page contains the following five tables:
  1. Patients by Age group
  2. Reimbursement Source
  3. Major Diagnostic Category
  4. Newborns/Deliveries
  5. Race, Ethnicity, Admission Source, Admission Type and Disposition

*Tables one through four include discharges, length of stay and charge data; table five includes discharges and length of stay, only.*

*Available in hardcopy only  
Specify year when ordering*

Item No. 56108003

**Utilization and Charges by DRG for California**

***1983 through 1986, Available in a Tables Format Beginning in 1993***

- Number of discharges, total discharge days, average length of stay
- Adjusted average charge per discharge for thirty DRG's with the longest lengths of stay for each hospital
- Data are aggregated by HSA with statewide totals
- Each volume is divided into three sections: acute care, psychiatric and alcohol/drug rehabilitation, and skilled nursing/long-term care
- The six volumes are defined by the same area breakdown as used in the Individual Hospital Utilization and Charges by DRG publication, listed previously.

*Note: Although the name of this publication is similar to the Individual Hospital Utilization and Charges by DRG publication, the format and information displayed in this publication is significantly different.*

*Available in hardcopy only  
Specify year when ordering*

## Miscellaneous

*Item No. 56109004*

### **California Hospital Discharge Data Reporting Manual**

A guide to patient discharge data reporting which includes definitions for each reported data element and each category within the data elements. Updates are available.

*Available in hardcopy only  
Specify reporting year when ordering.*

*Item No. 56109003*

### **California Hospital Discharge Data Reporting Manual Update**

An update to the California Discharge Data Reporting Manual listed above.

*Available in hardcopy only  
Specify reporting year when ordering.*

*Item No. 56109004*

### **Discharge Data Reporting Form (OSHPD 1370)**

The form used by hospitals to report their data to the Office.

*Available in hardcopy only  
Specify reporting year when ordering*

*Item No. 56109005*

### **Discharge Data Review**

A quarterly newsletter that provides information to assist hospitals and abstractors in preparing and submitting patient discharge data reports. Topics include information of interest to medical records personnel, abstractors, and data users, such as:

- Updates
- Clarification
- Processing issues

*Available in hardcopy only*

*Item No. 56109002*

### **Editing Criteria Handbook**

Discharge data submitted by California hospitals are edited by the Office. Erroneous or questionable data are flagged by a computer program with various alpha characters or symbols on printed edit reports. This booklet defines the edit flags in a narrative format and may be used to identify data errors prior to submission of the discharge data report, or to clarify requirements for correction of the data.

*Available in hardcopy only*

*Item No. 56109003*

### **Master Key Manual for Coding Edits**

Developed for hospital use, this describes coding edits created to flag illogical or erroneous ICD-9-CM codes.

*Available in hardcopy, diskette or both*

*Item No. 56109004*

### **California Hospital Discharge Data Reporting Manual**

A guide to patient discharge data reporting which includes definitions for each reported data element and each category within the data elements. Updates are available.

*Available in hardcopy only  
Specify reporting year when ordering*

*Item No. 56109006 (Hardcopy)*

*Item No. 56109007 (Magnetic Tape)*

*Item No. 56109005 (Diskette)*

## **ZIP Code Report**

Assigns the HSA, HFPA, county code, and county name to California ZIP codes. This listing may be sorted, as requested, by:

- ZIP code
- HSA
- HFP
- County

Appendices provide HFPA boundary definitions and an HSA map of California. When ZIP codes cross geographic boundaries, the ZIP codes are grouped with the area having the largest population.

*When ordering please specify:*

- *Hardcopy*
- *Magnetic  
tape*
- *Diskette*

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## **LONG-TERM CARE FACILITY DATA**

This section lists long-term care facility data collected by each of the programs within the Health Facility Data Division at the Office of Statewide Health Planning and Development and the products generated from these data sets.

## **Long-term Care Facility Annual Financial Data**

Long-term care facilities (skilled nursing, intermediate care, intermediate care/developmentally disabled, and congregate living health facilities) are required to submit an Integrated Disclosure and Medi-Cal Cost Report to the Office within four months of the facility's fiscal year end. In 1994, amended regulations required all facilities to prepare their reports using Office-approved, third-party software, and to submit the reports on PC diskette or by modem to our Bulletin Board System (BBS) using complimentary Office-provided software. This change has resulted in more accurate and timely data. The reports contain detailed financial and utilization information about the facility such as:

- Type of ownership and inventory of provided services
- Number of beds and utilization statistics by payer
- Balance sheet and income statement
- Revenue by payer and by revenue center
- Expenses by natural classification and by cost center
- Productive hours and hourly rates by employee classification and by cost center

To ensure data accuracy, submitted reports are added to a computer database where a series of automated edits are performed. Audit staff from the Office's Accounting and Reporting Systems Section then reviews and analyzes identified errors, and, with input obtained from the facilities, makes the necessary corrections. A final report package is mailed to the facility for review.

## Individual Reports

*Item No. 54309003 (Complete Report)*

*Item No. 56109002 (Individual Pages)*

### **Long-term Care Facility Integrated Disclosure and Medi-Cal Cost Report** ***Report Period End Dates December 31, 1977 to Present***

- Typically available within four to seven months of the facility's fiscal year end, depending on the amount of extension time used.
- For report periods ended on and after December 31, 1992, the report includes a complimentary, two-page Summary Individual Disclosure Report which contains reported and calculated data using information from the report.
- The audited report contains calculated data fields and reflects all changes made during our desk audit.

*Please note that if a report is still in the Office's desk audit process when you submit your request, you will receive data as submitted by the facility; otherwise, you will receive data as desk audited by the Office.*

*Specify the name of the facility and report period end date when ordering.*

*Available in hardcopy only*

*Item No. 54309004*

### **Summary Individual Disclosure Reports** ***Report Period End Dates December 31, 1977 to Present***

- Computer-generated summary reports
- Contain reported and calculated data
- Provided on a complimentary basis when you purchase the Individual Facility Report
- Can be ordered separately
- These summary reports include:
  - ◊ Occupancy rates
  - ◊ Revenue and utilization data by payer
  - ◊ Summary, balance sheet, and income statement
  - ◊ Liquidity, profitability, and other financial ratios
  - ◊ Revenue and expense per patient day
  - ◊ Hourly rates and productive hours by employee classification

*(Continued)*

*Please note that if a report is still in the Office's desk audit process when you submit your request, your summary report will contain data as submitted by the facility; otherwise, you will receive data as desk audited by the Office.*

*Specify the name of the facility and report period end date when ordering.*

*Available in hardcopy only*

## Publications

*Item No. 54302001*

### Individual Long-term Care Facility Financial Data

*Available from 1977-78 Cycle To Present*

- Reported and calculated data gathered from each facility's Long-term Care Facility Integrated Disclosure and Medi-Cal Cost Report
- These multi-volume publications are produced after all reports within an annual cycle have been desk audited.
- Arranged and aggregated by Health Service Area (HSA) and Health Facility Planning Area (HFPA)
- Presented in a table format, with each table displaying certain data items. Individual facilities within an HSA and HFPA are displayed alphabetically in the same table
- HFPA, HSA, and statewide totals are included.
- The publications are split into three volumes covering the following geographic regions:

<b>Volume 1</b>	<b>Northern California and Bay Area (HSA 1 to 8)</b>
<b>Volume 2</b>	<b>Los Angeles County (HSA 11)</b>
<b>Volume 3</b>	<b>Central and Southern California (HSA 9, 10, 12, 13, and 14)</b>

- Revised during the 1993-94 cycle to display individual facility data in a two-page profile format similar to the current **Summary Individual Disclosure Report**
- Two consecutive page display allows for a quicker analysis and assessment of the overall financial picture of each facility.
- Individual facilities arranged alphabetically by county (previously arranged by HSA)
- Aggregated county and statewide profiles included
- Expanded from three to six volumes during 1993-94 revision, as follows:

<b>Volume 1</b>	<b>Northern California Counties (Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, El Dorado, Glenn, Humbolt, Lake, Lassen, Mendocino, Merced, Modoc, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo, and Yuba)</b>
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## Long-term Care Facility Financial Data

<b>Volume 2</b>	<b>North Bay Area Counties (Alameda, Contra Costa, Marin, Napa, Solano, and Sonoma)</b>
<b>Volume 3</b>	<b>South Bay Area Counties (San Francisco, San Mateo, Santa Clara, and Santa Cruz)</b>
<b>Volume 4</b>	<b>Central California Counties (Fresno, Inyo, Kern, Kings, Madera, Mariposa, Mono, Monterey, San Benito, San Bernardino, San Luis Obispo, Santa Barbara, Tulare, and Ventura)</b>
<b>Volume 5A</b>	<b>Los Angeles County (Los Angeles, A through G)</b>
<b>Volume 5B</b>	<b>Los Angeles County (Los Angeles, H through Z)</b>
<b>Volume 6</b>	<b>Southern California Counties (Imperial, Orange, Riverside, and San Diego)</b>

*Available in hardcopy  
Specify year and volume when ordering.*

*Item No. 54301001*

### **Aggregate Long-term Care Facility Financial Data for California 1978-79 Cycle (Report Periods December 31, 1978 Through December 30, 1979) To Present**

- Annual publications which essentially contain the same data items as Individual Long-term Care Facility Financial Data for California
- From the 1978-79 to the 1992-93 cycle this publication displays aggregate data in table format by HSA, type of control (non-profit, investor, and governmental), licensed bed-size (1-59, 60-99, 100+), and statewide.
- Beginning with the 1993-94 cycle, this publication contains aggregate data in profile format by county, type of control, licensed bed size, type of care, and statewide.

*Available in hardcopy  
Specify year and volume when ordering.*

## Electronic Media

*Item No. 54303001 (Magnetic Tape)*

*Item No. 54307001 (Cartridge)*

*Item No. 54306001 (CD-ROM)*

### **Long-term Care Annual Financial Data on Magnetic Tape, Cartridge, or CD 1977-78 Cycle (Report Periods December 31, 1977 Through December 30, 1978) to Present**

- Contains data for all desk audited reports submitted by all long-term care facilities within an annual cycle
- Long-term Care Facility Integrated Disclosure and Medi-Cal Cost Report forms and tape documentation are provided with each purchase.

Magnetic Reel Tape, 6250 bpi

Magnetic Reel Tape, 1600 bpi, (special order, only)

Cartridge Tape, 3480 bpi

CD ROM

*Specify preference for Page or Line format, report cycle, and magnetic tape, cartridge, or Read Only CD ROM*

*Item No. 54305001*

### **Annual Long-term Care Facility Financial Data on Diskette**

***1990-91 Cycle to Present***

- Selected financial and utilization data items from all facilities which submitted a report during an annual cycle
- Data are divided into 11 different files, displaying the data from the 11 tables of the Individual Long-term Care Facility Financial Data for California, described previously.

*Data files are in a 3.5" (1.44MB) diskette. ASCII and standard comma separated value (CSV) formats, which is compatible with most spreadsheet and database applications as well as other software are available.*

*If you are unable to use the CSV or ASCII file format, please call the HIRC at (916) 322-2814.*

*Specify reporting cycle and file format when ordering.*

## Miscellaneous

*Item No. 54309007*

### **Annual Long-term Care Facility Financial Data Photocopy**

*Availability Coincides with Availability of Requested Item*

- Available for individual pages of hardcopy reports, forms, and publications

*Item No. 54309008*

### **Annual Long-term Care Facility Financial Documentation**

*Years Coincide with Electronic Media Timeframes*

- For use with electronic media
- Provides information on field placement
- Accompanies orders for electronic media, free of charge

*Item No. 54109003 (Printed Report)*

*Item No. 54103004 (Diskette)*

### **Long-term Care Facility History Listing**

*Most Current, Ongoing Availability*

Includes:

Facility names, facility numbers, dates for changes in ownership, dates opened, and dates closed

*Item No. 54309006*

### **Long-term Care Facility Integrated Disclosure and Medi-Cal Cost Reporting Forms**

*1977-78 Cycle To Present*

- Available free of charge
- A copy of these forms are mailed with each order of a tape, cartridge, or CD ROM to document the location of each item on the file.
- A completed sample report is included in Accounting and Reporting Manual for California Long-term Care Facilities.

*Specify the annual cycle when ordering.*

*Item No. 54309011 (First Edition)*

*Item No. 54309010 (Second Edition)*

**Accounting and Reporting Manual for California Long-term Care Facilities**  
***Originally Released May 1992***

- Contains the uniform accounting and reporting system requirements which all long-term care facilities are required to implement
- Includes accounting principles and concepts, the required chart of accounts, as well as detailed instructions for preparing and submitting Long-term Care Facility Integrated Disclosure and Medi-Cal Cost Reports
- The current manual is the Second Edition.

*Item No. 54309012*

**Manual Updates**

- Produced periodically to reflect changes in the accounting and reporting system requirements
- Available free of charge
- The latest update, Transmittal Letter No. 7, was issued in January 1997.

*Item No. 54309009*

**Long-term Care Facility Accounting and Reporting Bulletin**

- Last published in January 1995 (A & R Bulletin No. 32)
- Provided information to key facility financial personnel, consultants, and CPAs with respect to meeting the Office's accounting and reporting system requirements.
- Similar information is still being provided, but in a less formal Technical Letter.
- The initial Technical Letter was issued in February 1997.
- Copies of these bulletins and technical letters are available upon request, free of charge

## **Long-term Care Utilization Data**

Long-term Care (LTC) facilities are required to submit an Annual Utilization Report of Long-term Care Facilities by February 15th each year for the prior calendar year. The reports contain descriptive information on:

- Discharges
- Patient (census) days
- Type of ownership and
- Payment source information

## Individual Reports

*Item No. 57201002*

### Annual Utilization Report of Long-term Care Facilities Facsimile

***1986 to Present***

- Displays data reported by individual LTC facilities on their Annual Utilization Report
- The report is available for calendar years beginning 1987 in the individual facility format, as well as the statewide format.

*Specify the name of the facility and the year when ordering.*

*Item No. 57201003*

### Long-term Care and Home Health Three Year Utilization Trend Report

***1993-1995***

Three year selected long-term care/home health data.

## Publications

*Item No. 57201001*

### Annual Utilization Report of Long-term Care Facilities

***1987 to Present***

- Summary and individual Long-term Care profile data
- Beginning with calendar year 1987, there are four sections contained in this publication:
  1. Licensed freestanding facility data
  2. Freestanding facilities providing subacute care
  3. Long-term Care services in acute care hospitals
  4. Long-term Care utilization of hospitals and nursing homes
- The first section includes statewide trend data for the previous ten years.
- Beginning in 1990 these data are compiled in two volumes:
  - Volume I contains data for Health Service Areas (HSA's) 1 through 9 (Northern and Central California Counties).
  - Volume II contains HSA's 10 through 14 (Southern and Inland California Counties).
- Data in prior years are in one volume.

*Specify year when ordering.*

## Electronic Media

*Item No. 57203001*

### **Annual Utilization Report of Long-term Care Facilities on Diskette**

***1986 to Present***

- LOTUS 1-2-3 and ASCII formats
- Contains all data reported on the Annual Report of Long-term Care Facilities

*Specify year requested when ordering*

## Miscellaneous

*Item No. 54109006*

### **Long-term Care Utilization Data Photocopy**

***Availability Coincides with Availability of Requested Item***

Available for individual pages of hardcopy reports, forms, and publications

*Item No. 57209003*

### **Annual Utilization Report of LTC Facilities Diskette Documentation**

- Description of the data
- Provides the record layout for the long-term care annual utilization data

*Please specify year when ordering.*

*Item No. 57209001*

### **Annual Utilization Report of Long-term Care Facilities Reporting Form OSH-HPD-34**

is the blank reporting form used by LTC facilities to report their data to the Office.

*Specify the reporting year when ordering.*

## **Licensed Primary and Specialty Clinic Utilization Data**

Licensed Clinics are required to submit an Annual Utilization Report of Primary Care and Specialty Care Clinics by February 15th each year for the prior calendar year. The reports contain descriptive information on services and encounters, staffing, capital expenditures, charges, operating costs, and services offered. Also included are type of ownership and payment source information.

## Individual Reports

*Item No. 57401002*

### **Annual Utilization Report of Licensed Primary and Specialty Care Clinics Facsimile *1989 to Present***

- Individual facility format
- Statewide format

*Specify name of facility or statewide and year when ordering.*

## Publications and Tables

*Item No. 57401001*

### **Annual Utilization Report of Licensed Primary Care Clinics *1986 to Present***

- Summary and individual clinic profile data
- Presented in three sections:
  1. Statewide Summary of Community Clinics and Free Clinics
  2. Statewide and county summaries and individual profiles for Community Clinics
  3. Statewide and county summaries and individual profiles for Free clinics

*Note: There is currently no publication available for Specialty Care Clinics.*

*Specify year when ordering.*

## Electronic Media

*Item No. 57403001*

**Annual Utilization Report of Licensed Primary and Specialty Care Clinic  
Data on Diskette**

***1986 to Present***

- LOTUS 1-2-3 and ASCII formats
- Contains all data reported on the Annual Utilization Reporting Form for Primary Care and Specialty Clinics, except abortion data which is available only by request through HIRC.

*Specify year requested when ordering.*

**Miscellaneous**

*Item No. 57409002*

**Clinic Utilization Data Photocopy**

***Availability Coincides with Availability of Requested Item***

Available for individual pages of hardcopy reports, forms, and publications

*Item No. 57409003*

**Annual Utilization Report of Licensed Primary and Specialty Care Clinic  
Data Diskette Documentation**

- Describes the data
- Accompanies the diskette
- Provides the record layout for the annual utilization data regarding clinics

*Specify year when ordering.*

*Item No. 57409004*

**Annual Utilization Report of Primary Care Clinic Reporting Form (OSHDP-HPD-44)**

This is the blank reporting form used by primary care clinics to report their data to the Office.

*Please specify the reporting year when ordering.*

*Item No.57409005*

**Annual Utilization Report of Specialty Care Clinics Reporting Form (OSHDP-HPD-334)**

This is the blank reporting form used by specialty care clinics to report their data to the Office.

*Specify the reporting year when ordering.*

## **Home Health Agency and Hospice Utilization Data**

Licensed Home Health Agencies and Hospices are required to submit a Home Health Agency and Hospice Annual Report by March 15th each year for the prior calendar year. The reports contain descriptive information on:

- Patients
- Admissions
- Visits
- Services
- Discharges
- Primary reimbursement source
- Principal diagnosis

## Individual Reports

*Item No. 57309002*

### Home Health Agency Data Photocopy

*Availability Coincides with Availability of Requested Item*

- Available for individual pages of hardcopy reports, forms, and publications

*Item No. 57302001*

### The Home Health Agency and Hospice Annual Utilization Report

*1987 to Present*

- Displays data reported by individual agencies on their Annual Utilization Report
- Individual agency format
- Statewide format.

*Specify agency or statewide and year when ordering.*

## Publications and Tables

*Item No. 57301001*

### Home Health Agency and Hospice Annual Utilization Report

*1986 to Present*

- Individual agency profile data
- Summary data
- Publication contains two sections:
  - \* Statewide summary, county profiles and individual profiles of Home Health Agency Data
  - \* Statewide and county summaries and individual profiles for Hospice Agency Data

*Specify year when ordering.*

## Electronic Media

*Item No. 57304001*

### Annual Utilization Report of Licensed Home Health Agency and Hospice Data on Diskette

*1986 to Present*

- LOTUS 1-2-3 and ASCII formats
- Contains the data reported on the Home Health Agency Annual Report

*Specify year requested when ordering.*

## Miscellaneous

*Item No. 57309003*

### **Annual Utilization Report of Licensed Home Health Agency and Hospice Data Diskette Documentation**

- Describes the data
- Provides the record layout for the diskette
- Accompanies orders for electronic media, free of charge

*Specify year when ordering.*

*Item No. 57309001*

### **Annual Utilization Report of Home Health Agency and Hospice Reporting Form**

This is the blank reporting form used by home health agencies to report their data to the Office.

*Specify the reporting year when ordering.*

This section lists health care data products produced by various divisions within the Office and available through the Healthcare Information Resource Center.

## Health Facility Data Division

*Item No. 59101001*

### Hospital Listing

Includes for all hospitals:

- Names, addresses, facility numbers
- Report period end dates
- Telephone numbers
- Can be ordered by:
  - ◊ Facility name
  - ◊ Facility number
  - ◊ City
  - ◊ ZIP Code
  - ◊ Report period year end

Available in:

- Hardcopy or
- Diskette

*Please specify LOTUS 1-2-3 or ASCII formats when ordering.*

*Item No. 59101002*

### Hospital Mailing Labels

- Preprinted with each facility's name and address
- Self-adhesive
- Sorted alphabetically by facility name

*Item No. 59101003*

## **Long-term Care Listing**

Includes for all long-term care facilities:

- Names, addresses, facility numbers
- Report period end dates
- Telephone numbers
- Can be ordered by:
  - ◊ Facility name
  - ◊ Facility number
  - ◊ City
  - ◊ ZIP Code
  - ◊ Report period year end

Available in:

- Hardcopy or
- Diskette

*Please specify LOTUS 1-2-3 or ASCII formats when ordering.*

*Item No. 59101004*

## **Long-term Care Mailing Labels**

- Preprinted with each facility's name and address
- Self-adhesive
- Sorted alphabetically by facility name

*Item No. 57409006*

## **Clinic Listing**

Includes for all freestanding clinics:

- Names, addresses, facility numbers
- Telephone numbers
- Can be ordered by:
  - ◊ Facility name
  - ◊ Facility number
  - ◊ City
  - ◊ ZIP Code

Available in:

- Hardcopy or
- Diskette

*Please specify LOTUS 1-2-3 or ASCII formats when ordering.*

*Item No. 57409007*

### **Clinic Labels**

- Preprinted with each facility's name and address
- Self-adhesive
- Sorted alphabetically by facility name

*Item No. 59101005*

### **Home Health Agency Listing**

Includes for each agency:

- Name, address, agency number
  - Telephone number
  - Can be ordered by:
    - ◊ Agency name
    - ◊ Agency number
    - ◊ City
    - ◊ ZIP Code
- Available in:
- Hardcopy or
  - Diskette

*Please specify LOTUS 1-2-3 or ASCII formats when ordering.*

*Item No. 59101006*

### **Home Health Agency Mailing Labels**

- Preprinted with each agency's name and address
- Self-adhesive
- Sorted alphabetically by agency name

## Health Facilities Development Division

*Item No. 40201001*

### Seismic Safety Project Log

*Available on an Ongoing Basis*

- Lists facilities from all four regions in alpha/county order
- Shows each project submitted, along with the project's:
  - \* Scope
  - \* Accepted date
  - \* Estimated cost
  - \* Percentage of completion
  - \* Status of projects
  - \* Identity of the Division of Facilities Development architect and area inspector

## Primary Care Resources and Community Development Division

*Item No. 53106001 (Single copy)*

*Item No. 53106002 (Yearly subscription)*

### Index of Notices of Intent

*On-going Availability*

- Lists proposed changes for Long-term Care facilities
- Additional information includes:
  - \* Person filing the Notice of Intent
  - \* Project description
  - \* Cost information

*Note: Available in single copy or yearly subscription  
Specify you preference when ordering.*

*Item No. 53106003*

### **Accept the Challenge: Become a Health Care Professional**

A summary of the Health Professions Career Opportunity Program's mission, objectives and activities with a detachable postcard for requesting additional health career information.

*Item No. 53106004*

### **Career Choices**

An overview of health professions, including information on admission to related schools.

*Item No. 53106005*

### **Financial Advice for Minority Students Seeking an Education in the Health Professions**

Provides financial aid basics, costs, eligibility, availability and resources.

*Item No. 53106006*

### **The Physician Assistant: A Guide for Minority Students**

Provides information on:

- Career preparation
- Entry requirements
- Admissions procedures
- Financial aid
- Curriculum
- Training
- Certification
- Physician assistant role
- Available opportunities and employment outlook

*Item No. 53106007*

### **A Guide to a Career in Dentistry**

- Information on dental careers
- How to apply to graduate school
- Specific public health curriculums

*Item No. 53106008*

### **The Many Roles of Nursing**

- Career preparation
- Entry requirements
- Admission procedures
- Financial aid
- BSN and ADN programs
- Training

*Item No. 59106009*

### **Minorities in Medicine: A Guide for Premedical Students**

Provides information about:

- A medical career
- Preparation
- A list of sources

*Item No. 59107001*

### **Educational Survival Skills**

- Techniques for developing study skills
- Improving chances of academic success

*Item No. 59107002*

### **Time Management for Minority Students**

- Techniques for improving time usage
- For medical and other graduate students

*Item No. 59107003*

### **Minority Public Health Student Contact List**

- Lists individuals to contact for support, information, and networking
- For the new or prospective public health student
- Used as an insert for the *Minorities and Public Health Careers Booklet*

*Item No. 59107004*

### **Minority Medical Student Contact List**

- Individuals to contact for support, information, and networking
- For the new or prospective minority medical student

*Item No. 59107005*

### **Third World Student Organizations and Health Groups Directory**

- List of undergraduate minority student health science clubs and associates in California

*Item No. 59107006*

### **Health Pathways**

- Quarterly newsletter
- Targeted to students currently enrolled in the program and potential enrollees
- Program sites

# California Health Information for Policy Project

*Item No. 60100001*

## **California Health Information Database Inventory**

- Statewide inventory of health information data bases maintained within the Health and Welfare Agency
- Prepared under a health planning grant from the Robert Wood Johnson Foundation to California Health and Welfare Agency
- Contact person, address, and telephone number
- Location of information
- Purpose of collection
- Confidentiality
- Computer program language used
- Currency of data and update frequency
- Type of information collected
- Hardcopy or diskette

## **Health Policy and Planning Division**

*Item No. 18001001 (AB524 Volume 1 - 1993)*

*Item No. 18001002 (AB524 Volume 2 - 1993)*

*Item No. 18001003 (AB524 Volume 3 "Statistical Tables" - 1993)*

*Item No. 18001004 (AB524 Diskette Documentation - 1993)*

*Item No. 18001009 (AB524 Diskette (ASCII/LOTUS/Excel) - 1993)*

## **Annual Report of the California Hospital Outcomes Project (AB 524)**

- Report on risk-adjusted measures of patient outcomes in California
- Three volumes:
  - Volume 1: Study overview, provides a summary of results and a summary of hospital comments and responses to the report
  - Volume 2: Technical Appendix that provides background information about the risk-adjusted models for acute myocardial infarction (AMI), and for lumbar and cervical intervertebral disk excisions (discectomy) used to drive hospital-specific results.
  - Volume 3: Detailed Statistical Tables, loose-leaf product, describes hospital-specific statistics developed by the California Hospital Outcomes Projects and discusses appropriate ways to use these statistics

*Available in hardcopy or diskette (ASCII, LOTUS, or EXCEL).  
Specify preference when ordering.*

## **Cal-Mortgage Loan Insurance Division**

*Item No. 61001001*

### **Cal-Mortgage Loan Insurance State Plan**

- Guiding principles and priorities used to allocate the insurance available under the statutory cap and determine which projects are insured
- Updated periodically

*Item No. 61001002*

### **Monthly Cal-Mortgage Report**

- Status of the insured portfolio
- Commitments outstanding
- Listing of all insured projects
- Inactive projects
- Monthly revenue projections
- Closed projects

## **General Information Materials**

*Item No. 53109008*

### **Information Available from the OSHPD**

- Describes health facility information available
- Lists basic reporting programs
- Provides examples of the uses of the data

*Item No. 53109014*

### **What You Should Know About the Health Facility Data Program**

- Describes the data programs
- Lists health facility data available
- Applications of data are provided in this brochure

*Item No. 53109015*

### **OSHPD Health Facility Information Programs**

- Description of the various data programs
- Samples of applications of the data

*Item No. 53109021*

### **Health Facility Planning Areas and Map**

- Lists all California health facility planning areas (HFPA's) by health service area (HSA)
- HFPA's are listed by number and name and are defined by the census tracts within each area
- Names of the cities within each HFPA are identified
- Includes State map identifying the HFPA boundaries

*Item No. 56109005*

### **The California Discharge Data Program**

- Delineates reporting requirements
- Lists data elements and their definitions
- Notes uses and availability of Patient Discharge Data

*Item No. 53109002*

### **Building for Tomorrow**

Describes OSHPD and its programs.

*Note: A listing of research reports, reports to the Governor, and Legislature is available by contacting the Healthcare Information Resource Center.*